

## Coach Onboarding Checklist

### ALL COACHES

- Appointment letter signed and returned.
- Adjunct AP information sheet completed or updated and on file.
- All tax forms completed or updated/on file.
- I9 completed in person at HR or Club Sports or updated/on file.
- Have read and understand the Club Sports Coaches Handbook
- Have read and understand the Club Sports Student Handbook

### NEW COACHES

- Date "All Coaches" items completed \_\_\_\_\_

After the above paperwork is processed

- GVSU Network ID/Username delivered
- Duo-Mobile set up and banner accessed
- Direct Deposit set up in Banner
- Staff ID obtained
- Parking Pass obtained

Training & Certifications

- Adult CPR, First Aid, & AED certification complete
  - Completion certificate turned into Club Sports
- Concussion training complete and turned in
- Title IX/Cleary Act training complete (verified by GV Club Sports)
- Authorized driver approval complete

### RETURNING COACHES

- Date "All Coaches" items completed \_\_\_\_\_

Ensure the following are complete

- Access to your GVSU accounts are still working (Email, banner, etc...)
- Direct Deposit is up to date
- Staff ID is valid
- Parking Pass obtained

Training & Certifications

- Following items are up-to-date and on file with Club Sports
  - Adult CPR, First Aid, & AED certification valid (every two years)
  - Concussion training valid (every 5 years)
  - Title IX/Cleary Act training complete (every year)
  - Authorized driver approval complete (every year)

\_\_\_\_\_ Coach Printed Name      Date \_\_\_\_\_

\_\_\_\_\_ Coach Signature

\_\_\_\_\_ Club Sports Signature